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**By-Laws**

of the

**Dental Association**

**of Manitoba**



**Winnipeg, July, 1916**

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# CONSOLIDATED BY-LAWS

OF THE

## MANITOBA DENTAL ASSOCIATION

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### PREAMBLE

Whereas the Manitoba Dental Association is incorporated by Act of the Legislature of the Province of Manitoba, in the Dominion of Canada; and whereas power is given to the Board of Directors of the said Association to make By-laws, Rules and Regulations for the government of the said Association and Board, it is hereby enacted by authority of the same:

### BY-LAW 1

Immediately following the election of Directors, as provided for in the Act, the Board of Directors shall elect its officers, who shall hold office for one year and shall appoint such committees as may be necessary for carrying on the work of said Board.

### BY-LAW 2.—DUTIES OF OFFICERS

Sec. 1.—It shall be the duty of the President to preside at all meetings of the Board; to enforce the due observance of the By-laws, Rules and Regulations; to announce the result of the voting; to give the casting vote in case of a tie; to see that the other officers perform their respective duties; to appoint such committees as are necessary, not otherwise appointed by the Board, and to sign all orders on the Treasurer recommended by the Finance Committee. He shall also have power to call special meetings and shall be obliged to do so on a requisition signed by three members of the Board. In the absence of the President the Vice-President and in the absence of both the Vice-President and President, such member of the Board as shall be selected by the Board shall discharge the same duties and have the same powers and functions as the President.

Dr. H. Merkeley's estate Oct/63.

Sec. 2.—The Secretary's duties shall be to conduct, under the directions of the Board of Directors, the correspondence relating to the affairs of the Association; to keep copies of all such letters written by him, and files of all letters received; to keep a true record of the proceedings of each meeting of the Board; to read the minutes of the same at the next regular meeting; to notify members of the meetings; to keep a correct list of licentiates, with the date of license, to lay before the Board a summary of its transactions at each regular meeting; to attest all orders on the Treasurer, and (within the consent of the President) to transact all business requiring attention between the various meetings of the Board, and to deliver to his successor in office all books, etc., belonging to the Board in his hands.

Sec. 3.—It shall be the duty of the Treasurer to hold all funds of the Board; to pay all orders drawn on him signed by the President and Secretary; to keep a true record of all moneys received and expended by him; to give a report to the Board at every regular meeting on the state of finances and to deliver to his successor in office all books, papers and other property belonging to the Board that may be in his possession.

Sec. 4.—It shall be the duty of the registrar to keep a true record of all certificates of license issued by and under the authority of the Board; to insert the date of certificate, name of licentiate, qualification, etc., in a book specially provided for that purpose; to receive the fees and issue the certificates called for in sections 25 and 29 of "The Manitoba Dental Association Act"; to forward to the Treasurer, at least once a year, the moneys received by him, and to deliver to his successors in office all books, papers, etc., belonging to the Board, in his hands.

### BY-LAW 3.—SECURITY OF TREASURER

The Treasurer of the Board shall give security to the satisfaction of the Board in the sum of One Thousand Dollars (\$1,000) of lawful money of the Dominion of Canada, for faithfully accounting for the moneys he may receive as such.

### BY-LAW 4.—CERTIFICATES

Sec. 1.—The certificate of Licentiate of Dental Surgery to be granted by this Board shall be signed by the President, Secretary, Treasurer, Registrar and members of the Board present when granted, and the temporary certificate provided for by sub-section (c) of section 19 of "The Dental Association Act" shall be signed by the President and Secretary.

Sec. 2.—The following shall be the form of Certificate of Licentiate of Dental Surgery:

The Dental Association of the Province of Manitoba, Canada, by virtue of authority vested in it by the Legislature of Manitoba, awards this certificate to, \_\_\_\_\_, who has complied with all the requirements of law, and, after application to the Board of Directors, has been adjudged qualified to practice dentistry in all its branches and entitled to the title of Licentiate of Dental Surgery, which is hereby conferred on him.

In witness whereof, we have hereunto subscribed our hands and affixed the seal of the Association, at the City of Winnipeg, in the Province of Manitoba, this \_\_\_\_\_ day of \_\_\_\_\_, in the year of our Lord one thousand nine hundred and \_\_\_\_\_.

Sec. 3.—The following shall be the form of temporary certificate provided for by sub-section (c) of section 19 of "The Dental Association Act":

The Dental Association of the Province of Manitoba, Canada, by virtue of the authority vested in it by the Legislature of the Province of Manitoba, awards this certificate to who is hereby authorized to practice for the period extending from the \_\_\_\_\_ day of \_\_\_\_\_, A.D. 19\_\_\_\_, to the \_\_\_\_\_ day of \_\_\_\_\_, A.D. 19\_\_\_\_, as an operator in dental surgery and as a practitioner in dentistry in the office of and under the supervision of a person duly qualified to practice dentistry in Manitoba.

In witness whereof we have hereunto subscribed our names and affixed the seal of the Association at the City of Winnipeg, in the Province of Manitoba, this \_\_\_\_\_ day of \_\_\_\_\_, in the year of our Lord, one thousand nine hundred and \_\_\_\_\_.

#### BY-LAW 5.—ASSOCIATION SEAL

The seal of the Association shall be a maple leaf in the centre, surrounded with the words, "Dental Association of the Province of Manitoba."

#### BY-LAW 6.—TO PROVIDE FOR TEMPORARY CERTIFICATES

The following and no others shall be entitled to receive a Temporary Certificate under the provisions of sub-section (c) of section 19 of "The Dental Association Act," as amended by the Statutes of Manitoba, 1916.

(a) Any graduate of a dental school or college who was a bona-fide resident in Manitoba on the first day of March, A.D. 1916, and who applies for such license before the first day of September, A.D. 1916, and who produces a certificate, under the seal of the University of Manitoba, that he is entitled to write on the final examination for the certificate of Licentiate of Dental Surgery for Manitoba.

(b) Any graduate since the first day of January, A.D. 1913, of

- (1) (a) Royal College of Dental Surgeons of Ontario;  
(b) Dental Department of McGill University;  
(c) Dental Department of Laval University;  
(d) Dental Department of Dalhousie University;  
(e) Any other dental college in Canada recognized by the Dominion Dental Council;

(2) Any dental college in Great Britain and Ireland recognized by the General Medical Council of Great Britain and Ireland;

(3) Any dental college which is a member of the Dental Faculties Association of American Universities.

#### BY-LAW 7.—INDENTURES AND REGISTRATION OF STUDENTS

Sec. 1.—Every student desiring to obtain the degree of Licentiate of Dental Surgery shall register with the Association as a student and shall enter into articles of indenture with a Licentiate of Dental Surgery for Manitoba for a period of four years, and shall spend the whole of such four years as a bona-fide pupil in the office of and under the instruction of such Licentiate, except for such portion thereof as the student shall, with the consent in writing of the Board, be engaged in the study of dentistry at a college approved of by the Board for that purpose; provided that any student registering after the first day of September, A.D. 1916, shall spend two academic years in the study of dentistry at one of the dental schools or colleges referred to in By-law 6, paragraph (b).

Sec. 2.—All articles of indenture must be on the form provided by the Board. Blank forms will be furnished by the Secretary to students on request and on payment of the requisite registration fee.

Sec. 3.—An original duplicate of the indentures of every student and of every assignment thereof with an affidavit of a subscribing witness of the due execution thereof and of the date of such execution shall, within one month after the date thereof, be filed with the secretary to be kept by him among the records of the Association.

Sec. 4.—If such articles of indenture or assignment thereof be not filed within such month, the same may nevertheless be filed by the Secretary, but the service of the student may be reckoned only from date of such filing in the discretion of the Board.

Sec. 5.—No Licentiate of Dental Surgery shall be entitled to have more than two indentured students at one time.



## BY-LAW 8. — LICENSES

Sec. 1.—Any person desiring to obtain a temporary license as provided for in sub-section (c) of section 19 of "The Dental Association Act" shall make written application therefor to the Secretary of the Association, and with such application shall forward to the Secretary the following:

- (a) The required fee for such temporary license;
- (b) Satisfactory evidence that he is of the age of twenty-one years;
- (c) Satisfactory evidence of good conduct and character;
- (d) Satisfactory evidence that he is one of the persons entitled to such temporary license.

Sec. 2.—Any student of dentistry desiring to obtain a certificate of license to practice dentistry in Manitoba, shall make written application therefor to the Secretary, and with such application shall forward to the Secretary the following:

- (a) The required fee for such license;
- (b) Satisfactory evidence that he is of the age of twenty-one years;
- (c) Satisfactory evidence of good conduct and character;
- (d) Satisfactory evidence that he has served in the office of a Licentiate of Dental Surgery for Manitoba for a period of four years under indentures in the form approved by the Board of Directors, except for such period thereof as he shall have spent in the study of dentistry at a dental school recognized by the Board for that purpose, in which case he shall also furnish to the Board satisfactory evidence that he has spent such period in the study of dentistry at such college;

(e) A certificate, under the seal of the University of Manitoba, that he is by way of dental education and otherwise a proper person to be registered as a Licentiate of Dental Surgery in Manitoba;

(f) And, in the case of a student who has registered after the first day of September, A.D. 1916, satisfactory evidence that he has spent two academic years in the study of dentistry at one of the dental colleges or schools approved of for that purpose by the Board.

Sec. 3.—Any regularly registered physician and surgeon of Manitoba desiring to obtain a certificate of license to practice dentistry in Manitoba, shall make written application therefor to the Secretary, and with such application shall forward to the Secretary the following:

- (a) The required fee for such license;

(b) Satisfactory evidence that he is a registered physician and surgeon of Manitoba;

(c) A certificate, under the seal of the University of Manitoba, that he has complied with the conditions set forth by the University of Manitoba entitling him to be admitted as such licentiate.

Sec. 4.—Any person possessing the certificate of qualification of The Dominion Dental Council desiring to obtain a certificate of license to practice dentistry in Manitoba, shall make written application therefor to the Secretary, and with such application shall forward to the Secretary the following:

(a) The required fee for such license;

(b) Satisfactory evidence that he is possessed of the certificate of qualification of The Dominion Dental Council.

Sec. 5.—All other persons desiring to obtain a certificate of license to practice dentistry in Manitoba shall make written application therefor to the Secretary, and with such application shall forward to the Secretary the following:

(a) The required fee for such license;

(b) Satisfactory evidence that he is of the age of twenty-one years;

(c) Satisfactory evidence of good conduct and character;

(d) A certificate, under the seal of the University of Manitoba, that he is by way of dental education and otherwise a proper person to be registered as a Licentiate of Dental Surgery in Manitoba.

#### BY-LAW 9.—FEES

The following are the fees required to be paid:

For registration as a student of dentistry, which includes the fee for filing articles of indenture, \$10;

~~X~~ For temporary license under sub-section (c) of section 19 of "The Dental Association Act," \$100. ~~X~~

For certificate of Licentiate of Dental Surgery:

(a) When applicant is a Manitoba indentured student of four years, \$50;

~~X~~ (b) When applicant has already paid the fee for temporary license under sub-section (c) of section 19 of "The Dental Association Act," \$25; ~~X~~

(c) In all other cases, \$100.  
Annual registration fee, \$5.

## BY-LAW 10

No student shall, during the term of his indenture, conduct or visit a branch office for the purpose of performing dental operations, nor shall he perform any dental operations elsewhere than at the head office of his preceptor except when accompanied by such preceptor, nor shall he cause or permit the word dentist, dental surgeon or any other words, letters or titles to be used in connection with his name, or cause or permit his name to be used in any way, which would represent him as being duly qualified to practice dentistry. In addition to any penalties provided by law, any violation of this by-law shall subject the student offending to the cancellation of his indentures.

## BY-LAW 11.—FEES TO MEMBERS OF BOARD

At each and every meeting of the Board of Directors, the members present shall be entitled to the sum of ten dollars per day and travelling expenses. Members of the Board, who are called upon to attend court or legislature on business of the Board or Association, shall be paid ten dollars per day and travelling expenses, and the Secretary, in addition to fees above mentioned, shall receive three hundred dollars per annum for his services.

## BY-LAW 12

Sec. 1.—The election of members of the Board of Directors of the Manitoba Dental Association, shall be held at such place and hour, in the City of Winnipeg, as the Board shall decide, on the second Monday in January in every year.

## ELECTION OF BOARD

Sec. 2.—It shall be the duty of the Registrar, on the fifteenth day of November prior to an election, to furnish the Secretary a certified alphabetical list of the names of all members of the Association who, on the said fifteenth of November, are not in arrears in respect to any fees payable under the provisions of the Act respecting the Manitoba Dental Association.

Sec. 3.—The Secretary shall, not later than the twentieth day of November, forward by registered mail to each and every person whose name appears on the certified list as above, a copy of such list, a nomination paper, a list of those members of the Board whose term of office expires at the approaching election, and the number of vacancies to be filled. All licentiates whose names appear on the list shall be considered qualified electors, and shall be eligible for nomination; and the qualified elector receiving such list may nominate one or more persons for election, but shall in no case nominate a greater number than there are vacancies. The nomination papers,



to be valid, must be returned to the Secretary by registered mail so as to reach him not later than the tenth day of December, and no person shall be considered duly nominated who has not been nominated by at least two qualified electors.

Sec. 4.—The Secretary shall, not later than the twenty-sixth day of December, forward by registered mail to every qualified elector a list of all those duly nominated and an addressed return envelope, which shall be so marked on the outside as to indicate that a ballot is contained therein. The elector shall make the mark of a cross opposite the names he wishes to vote for, sign his name thereto and return to the secretary by registered mail so as to reach him not later than the day before the date on which an election is to be held.

Sec. 5.—Previous to each election the Board shall appoint two scrutineers, who shall make before the President a declaration of secrecy similar to that made by scrutineers at a municipal election.

Sec. 6.—At the time and place fixed for the election, the Secretary shall deliver to the scrutineers, unopened, all the voting papers received by him, and the scrutineers shall at once proceed to open them, and count all ballots properly cast.

Sec. 7.—When all the votes have been counted the scrutineers shall make a certified return of the total number of votes cast and the number of votes each person has received.

Sec. 8.—After the President has announced the result of the voting, if there is no protest, the scrutineers shall at once proceed to destroy the ballots.

Sec. 9.—In case a member shall have neglected to pay all fees due by him, he may make good his qualification as an elector by paying all arrears on the day set for the election.

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